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**GOVERNMENT NOTICES • GOEWERMENTSKENNISGEWINGS**

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**DEPARTMENT OF HIGHER EDUCATION AND TRAINING**

NO. 6520

19 August 2025

**SKILLS DEVELOPMENT ACT, 1998 (ACT NO. 97 OF 1998)****APPOINTMENT OF AN ADMINISTRATOR OF THE SERVICES SECTOR  
EDUCATION AND TRAINING AUTHORITY (SERVICES SETA)**

I, Dr Nkosinathi Sishi, Director-General: Department of Higher Education and Training, in terms of section 15(2) read with subsections (1) and (4) of the Skills Development Act, 1998 (Act No. 97 of 1998), hereby appoint Mr Matjie Lehlogonolo Alfred Masoga as the Administrator for a period of twelve (12) months from the date of publication of this Notice to take over the administration of the Services SETA. At the expiry of the said period, the appointment of the Administrator may be reviewed and extended. The powers and duties of the Administrator are set out in the Schedule of this Notice.

  
**Dr Nkosinathi Sishi**  
**Director-General: Higher Education and Training**

Date : 2025 / 08 / 18

## **SCHEDULE 1**

### **POWERS AND DUTIES OF THE ADMINISTRATOR**

Powers of the Administrator are as follows:

- a) Assume the role of, and perform all functions and duties of, the Accounting Authority of the Services SETA as prescribed in the Skills Development Act, 1998 (Act No. 97 of 1998) ('the Act'), and the Public Finance Management Act, 1999 (Act No. 1 of 1999) ('the PFMA'), read together with the relevant regulation.
- b) Facilitate the process of the Appointment of the Chief Executive Officer in accordance with the Act;
- c) Establish, if necessary, with the Minister's approval, chambers as provided for in Sections 12 and 13 of the Act;
- d) Review the terms and conditions of employment of the Chief Executive Officer, Chief Financial Officer, and other employees of the Services SETA where necessary;
- e) Review, if necessary, all the governance policies of the CETA in terms of any applicable law;
- f) Suspend, institute disciplinary proceedings or replace, where necessary, any of the officials of the Services SETA in compliance with any relevant legislation;
- g) Process reports emanating from forensic investigations conducted (if any), investigate any allegations reported, and take corrective action as deemed necessary;
- h) If necessary, consult widely with the relevant stakeholders within the sector in order to adopt a standard constitution of the Services SETA in terms of section 13 of the Act and other applicable legislation for approval and publication by the Minister of Higher Education and Training;
- i) Facilitate the appointment of a new Services SETA Accounting Authority;
- j) Ensure the management of the Services SETA funds in liaison with the Department of Higher Education and Training in accordance with the relevant provisions of the PFMA, and the applicable regulations; and
- k) Make rules relating to Services SETA and chamber meetings, financial matters, general procurement and administrative matters which are in accordance with the

provisions of the Constitution of the Republic of South Africa, 1996, the Act, or any other applicable law.

**Duties of the Administrator shall include the following:**

- a) Working closely with the Executive Management of the Services SETA, employees of the Services SETA, and the Director-General: Higher Education and Training to establish joint working committees comprising sector specialists and experts;
  - b) Perform the functions of the Services SETA in terms of the Act, the PFMA, and any other relevant legislation;
  - c) Ensure the management of the National Skills Development Plan within the Services SETA;
  - d) Ensure the monthly submission of progress reports regarding the effective functioning of the Services SETA to the Director-General: Higher Education and Training;
  - e) Ensure sufficient funding of all the processes and activities pertaining to the powers and duties as an Administrator from the Services SETA budget in terms of the relevant legislative requirements;
  - f) Perform any such other functions as may be delegated or instructed by the Minister of Higher Education and Training or Director-General: Higher Education and Training from time to time;
  - g) Facilitate the overall process and attend to dispute resolution, as well as the management of legal issues as required; and
  - h) Submit a final close-out report for the project at the end of the 12 months of appointment.
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